

Employee Post-Travel Disclosure of Travel Expenses

Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the Office of Public Records in 232 Hart Building.

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The **original** *Employee Pre-Travel Authorization* (Form RE-1), **AND**
☒ A **copy** of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): Partnership for a Secure America

Travel date(s): May 6-7, 2017

Name of accompanying family member (if any): _____

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	\$33	\$90	\$77	\$167.25 for conference services over 2 days
<input checked="" type="checkbox"/> Actual Amount				

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate				
<input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): See attached.

5/26/17
(Date)

Andrew Geibel
(Printed name of traveler)

[Signature]
(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

5/26/17
(Date)

[Signature]
(Signature of Supervising Senator/Officer)

MEETINGS AND EVENTS ATTENDED

Meeting: Bipartisan Panel – Mechanics of Negotiating a Bipartisan Deal – US Department of State Reform

Major Issues:

- Listened to former Senate Foreign Relations Committee staffers discuss their time in the Senate and their experiences negotiating with one another. Discussed practical lessons learned and ways to accomplish positive negotiating results.
- Learned more about their efforts to achieve consensus on reforming the State Department and the potential issues in reform efforts.

Dinner: US-North Korean Relations

Major Issues:

- Learned about the ambassador's experiences working in international arms control issues as well as his opinions on various global hotspots.
- Discussed the potential opportunities and pitfalls with various possible responses to North Korea's increasingly provocative behavior.

Meeting: Future of US-Russia Relations

Major Issues:

- Discussed the history of Russian-American relations, and how this history affects the current Russian thinking towards the United States.
- Learned about the struggles facing Russia and how this affects the United States.
- Debated the wisdom of various American approaches to Russia.

Meeting: Challenges facing the Middle East

Major Issues:

- Learned more about the challenges and opportunities facing the various countries of the Middle East and North Africa.

Activity: National Security Council Simulation

Major Issues:

- Participated in a National Security Council simulation to apply theoretical concepts previously learned.
- Used real-world situations to work collaboratively with other Congressional staff to come to a consensus on issues surrounding the dispute in the South China Sea.

Name of Traveler: Andrew Geibel

Private Sponsor(s) (list all): Partnership for a Secure America

Note: If you plan to extend the trip for any reason you must notify the Committee.


Explain how this trip is specifically connected to the traveler's official or representational duties:

Relationship to Employee: ☐ Spouse ☐ Child

4/3/17
(Date)


(Signature of Employee)

I, Senator Menendez hereby authorize Andrew Geibel
 (Print Senator's/Officer's Name) (Print Traveler's Name)

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐ 

4/3/17
(Date)

Rabib Menang.
(Signature of Supervising Senator/Officer)

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

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1. Sponsor(s) of the trip (please list all sponsors):
Partnership for a Secure America
 2. Description of the trip: Congressional staff weekend of foreign and national security lectures.
 3. Dates of travel: May 6-7, 2017
 4. Place of travel: Airlie Conference Center, Warrenton, VA
 5. Name and title of Senate invitees: See Attached List
 6. I *certify* that the trip fits one of the following categories:
☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal **and** do not retain or employ registered lobbyists or agents of a foreign principal **and** no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
– OR –
☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
 7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
– AND –
☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
 8. I *certify* that:
☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
– AND –
☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

- ☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

– OR –

- ☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

– OR –

- ☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

Partnership for a Secure America (PSA) organized the details for this trip.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

PSA's mission is to promote bipartisanship in national security and foreign policy. This trip will bring together staff from both parties to build cross-party relationships and discuss diverse perspectives on pressing issues in the national security and foreign policy arena.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

This will be the sixteenth such trip of this nature.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

In addition to this congressional staff program, PSA releases high-level bipartisan policy statements on a range of foreign policy topics

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate <input type="checkbox"/> Actual Amounts	\$35	\$90	\$92 (over 2 days)	\$191 conference services (over 2 days)

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

This trip was organized specifically with regard to congressional participation.

18. Reason for selecting the location of the event or trip

It is close to Washington, DC but also provides a remote setting that will encourage participants to step outside their daily roles as Senate staff.

19. Name and location of hotel or other lodging facility:

Airlie Conference Center, 6809 Airlie Road, Warrenton, VA 20187

20. Reason(s) for selecting hotel or other lodging facility:

It provides all necessary accommodations in one location that is close to Washington, DC for a one night trip.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

Costs for meals and lodging are \$182 over the course of two days - less than the maximum federal government per diem rate of \$157.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Participants will be transported by a coach class bus.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

N/A

25. I hereby *certify* that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor.):

Signature of Travel Sponsor:

Name and Title: Nathan Sermonis, Executive Director

Name of Organization: Partnership for a Secure America

Address: 1629 K Street NW, Suite 450, Washington, DC 20006

Telephone Number: (202) 293-8580

Fax Number: N/A

E-mail Address: sermonis@psaonline.org

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PARTNERSHIP FOR
A SECURE AMERICA

Congressional Partnership Program
Spring 2017
Senate

All invited congressional staff members handle foreign policy and national security topics in their professional office capacity.

Colleen Berny

Senate Committee on Homeland
Security and Governmental Affairs

Andrew Geibel

Sen. Bob Menendez
(D-NJ)

Molly Carpenter

Sen. John McCain
(R-AZ)

Charles Hockenbury

Sen. Roger Wicker
(D-MS)

Baxter Carr

Sen. Shelley Moore Capito
(R-WV)

Kristen Lee

Sen. Debbie Stabenow
(D-MI)

Melissa Egred

Senate Committee on Homeland
Security and Governmental Affairs

Jared Lennon

Senate Committee on Homeland
Security and Governmental Affairs

William Ellis

Sen. Angus King
(I-ME)

Leigh Maiden

Sen. Joe Manchin
(D-WV)

Adam Farris

Sen. James Lankford
(R-OK)

Mario Semiglia

Sen. Martin Heinrich
(D-NM)

Mikhaila Fogel

Sen. Susan Collins
(R-ME)

Amy Smith

Sen. Patty Murray
(D-WA)

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PARTNERSHIP FOR
A SECURE AMERICA

Andrew Wang
Sen. Tim Kaine
(D-VA)

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Congressional Partnership Program Retreat Spring 2017

Saturday, May 6th

1:30 pm	Depart from Union Station, Washington, DC
3:00 – 4:00 pm	Arrive at Airlie Conference Center & Check-in
4:00 – 5:00 pm	Material Review and Preparation
5:00 – 5:30 pm	Opening Remarks and Review of Agenda: Nathan Sermonis, PSA
5:30 – 7:00 pm	Airlie House – Meadow Room Guest Speakers: Ms. Jodi Herman and Mr. Lester Munson Topic: Bipartisan Panel – Mechanics of Negotiating a Bipartisan Deal – US Department of State Reform
7:00 – 7:30 pm	East Room Pre-Dinner Reception Informal conversations with guest speakers
7:30 – 9:00 pm	East Room Keynote Dinner Guest Speaker: Ambassador Robert Gallucci, Former Ambassador-at-Large and Special Envoy for the US Department of State Topic: US-North Korean Relations
9:00 – 10:00 pm	East Room After-Dinner Reception Informal conversations with guest speakers



Congressional Partnership Program Retreat Spring 2017

Sunday, May 7th

8:00 – 9:00 am

Airlie House – Dining Room
Breakfast

9:00 – 12:00 pm

Group A
Airlie House – Meadow Room
National Security Council Simulation
National Security Advisor: Mr. Robert Sheldon,
Director for Policy – Emerging Threats at the
Business Executives for National Security

9:00 – 10:30 am

Group B
Airlie House – Studio
Guest Speaker: Amb. John Beyrle, Former
Ambassador to Russia
Topic: Future of US-Russia Relations

10:30 – 12:00 pm

Group B
Airlie House – Studio
Guest Speaker: Ms. Ellen Laipson, President
Emeritus of the Stimson Center and former Vice
Chair of the National Intelligence Counsel
Topic: Challenges facing the Middle East

12:00 – 1:00 pm

Airlie House – Dining Room
Lunch

1:00 – 2:00 pm

Informal conversations with guest speakers

2:00 – 5:00 pm

Group B
Airlie House – Meadow Room
National Security Council Simulation



PARTNERSHIP FOR
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Congressional Partnership Program Retreat Spring 2017

National Security Advisor: Mr. Robert Sheldon,
Director for Policy – Emerging Threats at the
Business Executives for National Security

2:00 – 3:30 pm

Group A

Airlie House – Studio

Guest Speaker: Amb. John Beyrle, Former
Ambassador to Russia

Topic: Future of US-Russia Relations

3:30 – 5:00 pm

Group A

Airlie House – Studio

Guest Speaker: Ms. Ellen Laipson, President
Emeritus of the Stimson Center and former Vice
Chair of the National Intelligence Counsel

Topic: Challenges facing the Middle East

5:00 – 5:30 pm

Airlie House – Meadow Room

Wrap-up and Departure from Airlie

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Date/Time Stamp:

EMPLOYEE PRE-TRAVEL AUTHORIZATION

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the Select Committee on Ethics in SH-220. Incomplete and late travel submissions will not be considered or approved. This form must be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler: Andrew Geibel

Employing Office/Committee: Office of Senator Menendez

Private Sponsor(s) (list all): Partnership for a Secure America

Travel date(s): May 6-7, 2017

Note: If you plan to extend the trip for any reason you must notify the Committee.

Destination(s): Airlie Conference Center, Warrenton, VA

Explain how this trip is specifically connected to the traveler's official or representational duties:

The purpose of this trip is to provide round-table discussions with leading foreign policy and security experts, which are issues that fall under my portfolio as Counsel for Senator Menendez. The discussions will also prepare me to assist in our office's response to these issues.

Name of accompanying family member (if any): _____

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

4/13/17
(Date)


(Signature of Employee)

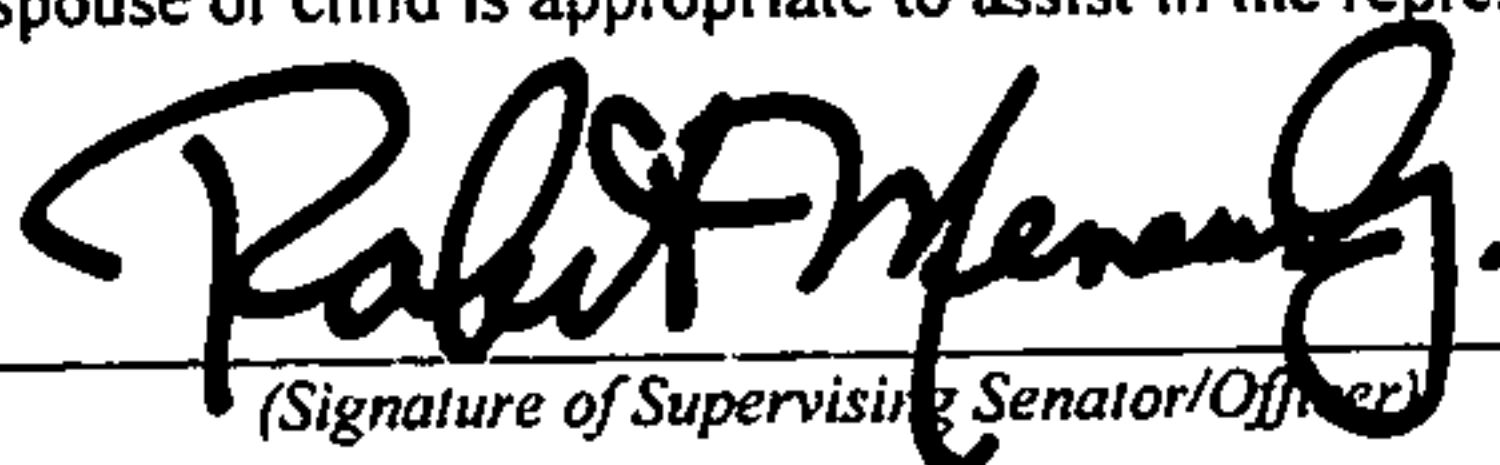
TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Senator Menendez hereby authorize Andrew Geibel
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

4/13/17
(Date)


(Signature of Supervising Senator/Officer)

Geibel, Andrew (Menendez)

From: PSA Congressional Program <cpp@psaonline.org>
Sent: Friday, March 17, 2017 1:52 PM
To: Geibel, Andrew (Menendez)
Subject: Invitation for PSA's Spring 2017 Congressional Partnership Program

Dear Andrew,

It is our pleasure to inform you that you have been accepted to join the Spring 2017 schedule of Partnership for a Secure America's Congressional Partnership Program (CPP). The session will begin on **Monday, April 3, 2017** with an orientation at a Capitol Hill location TBD from 7:00 to 8:30 pm.

Please review the following events schedule and let us know if you have any conflicts. In order to fully benefit from the program, it is important that you participate in the majority of the activities - especially the weekend retreat at the Airlie Conference Center May 6-7.

Note that you will have to submit ethics forms to attend the retreat. Please confirm with your office to ensure this is acceptable under your travel policy. If it is not, please let me know.

Additionally, we understand the retreat is the weekend of the Kentucky Derby and Virginia Gold Cup, but it was the only time that worked with the schedules of both CPP and the conference center. If you confirm your participation in the program, we expect you to attend the retreat.

- APRIL 3 - Begin Program with Orientation
- *APRIL 6 COB - Ethics Forms DUE for retreat*
- APRIL 24 - Strategic Communications/Negotiation Evening Session (only required to attend one)
- APRIL 25 - Strategic Communications/Negotiation Evening Session (only required to attend one)
- MAY 6 - 7 - Weekend Retreat at Airlie Conference Center in Warrenton, VA
- MAY 23 - DC Dinner 1
- JUNE 12 - DC Dinner 2
- JUNE 26 - DC Final Dinner

Please reply back to this email to confirm your participation. If you have any questions, email us at cpp@psaonline.org or call [202-293-8580](tel:202-293-8580).

Congratulations! We look forward to your participation in PSA's Congressional Partnership Program.

Very best,
Jessica Harrington